

20 November 1973

MEMORANDUM FOR: Chief, Plans and Development Staff

SUBJECT : OTR Library Report on CRS "Survey of  
Libraries in the Office of Training"

STATINTL 1. Soon after the appointment of the OTR Library  
STATINTL Committee on 10 September by OTR Notice No. 11-74, the  
STATINTL Committee met for the first time at the request of [REDACTED]  
STATINTL [REDACTED] Chief, Services and Registration Staff, who urged us  
STATINTL to begin functioning and informed us of the ongoing CRS survey  
STATINTL by [REDACTED]. The Committee was advised, however, to  
STATINTL make no recommendations until it had seen the survey. Pending  
STATINTL receipt of the CRS survey, the Committee held several meetings  
STATINTL on the site of the various libraries and document collections  
STATINTL in the CofC Building for briefings which would permit an  
adequate understanding of [REDACTED] report. It should be  
noted that the Committee has not yet been able to inspect the  
[REDACTED] Library, but plans to do so in the near future, and that  
the Committee became aware of two other smaller, but potentially  
significant, "libraries" in the CofC Building which belong to  
and are being expanded by the Management and Administrative  
Training Program in FTD and the Information Science Training  
Staff. Therefore, **this paper** should be considered solely a  
**reaction to recommendations of the CRS report** and in no sense  
a complete or thorough report of the sort envisaged in  
Paragraph 1.g. of our Charter.

STATINTL 2. In accord with [REDACTED] request (accompanying  
receipt of the CRS survey on 5 November) for an early Committee  
reaction, the OTR Library Committee met on 19 November 1973  
to discuss the "Survey of the Libraries in the Office of Train-  
ing" and prepare agreed recommendations to it. The OTR Library  
Committee agrees with some of the recommendations; it disagrees  
with others. Particularly, we disagree with the CRS definition  
of "Library" as including all collections of documents used  
as training course material. On the basis of our narrower  
definition, we will consider one of the CRS recommendations as  
affecting only the Finished Intelligence Collection of documents  
which is of interest to more than one major component in OTR.  
Our comments on the CRS recommendations follow:

a. Recommendation 1

That an OTR "chief librarian" position be established to provide overall supervision and coordination of the operations of the Main OTR Library, the Language Institute Library, and the [REDACTED] Library; that this position be established at the GS-11/12 level.

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The various OTR collections are not intended to be a "Library System," but are intended to be adjuncts to the training function. While we need and will adopt many of the CRS recommendations for clear policy statements, and for improving acquisitions, control, etc., ~~we feel that a permanent~~ OTR Library Committee representing all the involved components is in a far better position to appreciate their peculiar needs and practices than an interposed, central "chief librarian" would be. This is a tentative view which we feel appropriate under present conditions; it is entirely possible that--after we have studied the situation and made some of the changes recommended by CRS as well as some which we independently see the need for--we might well reconsider the question of a "chief librarian." However, in today's slot-poor climate, the Committee cannot justify establishment of a GS 11/12 position for overall "Library System" supervision at this time.

b. Recommendation 2

That the following priority objectives be accomplished by the proposed "chief librarian:"

- 1) The preparation of a written policy statement which outlines the nature and purpose of each OTR Library collection and establishes firm guidelines for the future selection of books and other materials for these collections.
- 2) The establishment of procedures for maintaining a centralized record control for all books acquired by OTR for use in each library as well as in non-library areas.
- 3) The development of thorough and uniform statistical reporting procedures for each library as a basis for further evaluations of their effectiveness.

These objectives and recommendations can be implemented as the Committee, after further consultation with CRS and OTR operating components, designs more adequate policy statements and more regular procedures. For example, we consider CRS Survey Attachment No. 1, with its details concerning contents and procedures used by the various OTR collections, to be an invaluable initial data base. However, it would have to be supplemented by information on such additional collections as those of the Management and Administrative Training Staff and the Information Science Training Staff mentioned above.

c. Recommendation 3

That the three classified library collections in the CofC Building (i.e., the Finished Intelligence Collection and the Foreign Affairs Branch Communism File, both in the Intelligence Institute and the Operations Collection in the Functional Training Division) be brought together in one secure area and administered as a unit of the Main OTR Library; that maintenance and servicing of these collections be assigned to a GS7/8 position.

Because of our disagreement with the categorization of the three "classified library collections" in the CofC Building, we accept this recommendation only in part. The Finished Intelligence Collection, which is presently quartered in the Intelligence Institute vault but actually used by more than one OTR component, properly belongs in the central OTR Library. We therefore recommend its transfer to physical and administrative custody of the central OTR Library staff as soon as the security requirements for storage can be met by making the adjacent vault area directly accessible from the present OTR Library area. However, we see no advantage whatever to be gained by transferring the Foreign Affairs Branch Communism File or the Operations Collection either to the control of, or to the quarters of, the central OTR Library. In the first place, the proposed central library vault would not be large enough to contain these working collections of student material, and secondly, the components which maintain these document collections have emphasized that their proper maintenance and use can only be accomplished by specialists in these respective areas and not by a "central" library or librarian who is not also a specialist in these subject areas. We see no reason why the present staff of the central OTR Library cannot handle the workload of the proposed move of the Finished Intelligence Collection.

d. Recommendation 4

That the holdings of the Language Institute Library remain separated from those of the Main OTR Library and that both facilities remain in their present locations.

We heartily concur with this recommendation for keeping the Language Learning Center Library and the Central OTR Library in separate locations. With reference to the overload of the present LLC Library Staff, we will be examining the total question of workload for all the holdings, and at present see no reason why the part-time use of one of the two present members of the OTR central library staff could not be considered as a temporary alleviation.

e. Recommendation 5

That the proposed "chief Librarian" work closely with the OTR Library Committee on a continuing basis and consult as necessary with designated CIA Library personnel to be assured that all OTR Library procedures and services provide maximum response to OTR's needs.

Apart from our view that a "chief librarian" is not needed at this time, the Committee otherwise fully agrees with the general principle expressed in this recommendation not only with respect to existing OTR Library services but also some which need to be introduced--such as a proposal by the Intelligence Institute that course instructors in OTR components be provided with copies of tables of contents of selected OTR Library periodicals so that they may become aware of the existence of relevant items on a more timely and systematic basis. The Committee will be looking into and taking steps to implement this sort of thing in the near future.

3. We found the CRS report most valuable in its presentation of both facts and recommendations and fully intend to consult CRS as appropriate on all technical library policies and procedures which need to be improved or introduced into the present OTR arrangements. The first quarterly report of the OTR Library Committee will be submitted no later than 31 December.

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Chairman, OTR Library Committee